

# Parking Advisory Committee

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City of Leavenworth Council Chambers

3:00 PM - 4:30 PM

June 6, 2019

## Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance.

## Meeting Notes Review:

There were no corrections to the May 23, 2019 meeting notes.

### 1. Bylaws Review:

- a. **Bylaws Draft Review:** Joel Walinski handed out the bylaws for members to review.

### 2. Timed On-street Parking Initiative:

- a. **Location: Core Downtown Area Discussion:** Joel Walinski displayed a map showing all City parking lots, timed parking stalls, and bike rack locations.
- b. **Time Frame: 2-hour vs 3-hour vs other:** There was discussion regarding 2-hour versus 3-hour time limits, the pros and cons of each, and what times during the day should that timed parking be enforced. It was stated that Cascade Medical Center prefers 3-hour parking; the parking study found that most who parked downtown, remained parked for up to three hours. Members agreed to 3-hour timed parking with a time frame of 8:00 AM – 8:00 PM. There was discussion of where the timed parking should be located, and should timed parking be located in the residential area along Commercial Street. Members agreed to timed parking on Front Street, from Gustav's to 14<sup>th</sup> Street, Commercial Street to 14<sup>th</sup> Street, and the few parking stalls along Hwy 2. There was discussion of phasing in the residential areas along Commercial Street and the possibility of a residential parking pass.

There was discussion on enforcement; Joel Walinski addressed parking enforcement with Pacific Security, length of shifts, and days per week. He addressed the invoice process used by the City, rather than the citation process that goes through the court system. He noted that the fines collected pay for the enforcement, but do not pay for the staff time to process the fines; more ticketing means more needed staff time. He added that there are other options also; Republic Parking provides enforcement and takes care of the administrative work or the that the City could also hire a parking enforcement person similar to other cities.

There was a brief discussion of increasing the parking fine from \$25 to \$50. Members agreed to make a recommendation to the City Council to increase the parking fine. Members would also like to place the cost of the parking fee on the signage. Joel

## Members:

Michael Bedard  
Lyman/Jesse Boyd  
Mia Bretz  
Jean Dawson  
Kayla Applebay  
\*Anne Hessburg  
Sharon Waters

Walinski will meet with Republic Parking and Pacific Security regarding enforcement options

There was discussion on the implementation of “pay and display” parking and beginning timed parking first, then ease into paid parking. It was stated that long term additional parking needs to be in the forefront. Further discussion included the WSDOT parking lot, the timeline for the City to purchase and provide improvements, and the Link Transit Shuttle running on Hwy 2 every 15 minutes. Members like the idea of beginning with timed parking with the intent to move to paid parking by a certain date.

- c. **Estimated cost for implementation:** Public Works Director Herb Amick stated that the estimate to provide signage throughout downtown would cost approximately \$60,000; pay and display would reduce the amount of signage needed. Members discussed different payment methods and finding the best method for the Leavenworth climate. There was a brief discussion of funding options.
- d. **Information and options for employee parking:** Joel Walinski spoke to the Pilot Parking Program that is available Monday – Friday in lots P2 and P4; stalls can be purchased monthly, either by the employee or employer. The WSDOT lot is no charge. Further discussions included employee incentives, safety, desirable employee parking, employer incentives to help with parking, and expanding shuttle services. It was noted that employee parking is necessary for the busiest seasons, 7-8 months of the year.

### 3. Parking Signage – Uniformity and Gaps in Information

- a. **Recommendations:** No discussion.

### 4. Bike Parking Locations

- a. **Recommendations:** Committee members reviewed the current bike rack locations and made additional location suggestions. Members questioned the placement on private property and/or pedestrian walkways. It was stated that the City discourages bikes on sidewalks. There was a brief discussion of liability regarding bike racks on private property. The Committee requested that the City Council approve the purchase of six (6) bike racks; placement to be determined.

### 5. Front Street Park Master Plan

No discussion.

### 6. Determine future meeting dates and agenda items

Committee members agreed to a meeting date of June 19, 2019 at 1:30 PM; discussion will include agenda items that were not discussed at the June 6, 2019 meeting.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth